

EDE Processing

Introduction

This section provides a more detailed description of the EDE process. It provides instructions for each of the individual processes within EDE.

Electronic FAFSA

The Electronic FAFSA process allows destination points to enter FAFSA data and send it to the Central Processing System (CPS) for processing. The FAFSA data can be collected on either a Renewal FAFSA or the Free Application for Federal Student Aid (FAFSA). Once processed by CPS, the results of the Electronic FAFSA are transmitted back to the destination point.

EDESuite software is provided free to destination points by the U.S. Department of Education (ED). It allows financial aid administrators (FAAs) to enter the FAFSA information into a personal computer. However, schools may choose to develop their own software instead. Regardless of whether the FAFSA data is entered using EDEExpress or other software, the data must adhere to ED's editing rules in order to be accepted by CPS.

The remainder of this section includes specifications for developing software to provide the required Electronic FAFSA functions.

Electronic FAFSA Process

The Electronic FAFSA process involves five steps:

1. The student submits a completed and signed FAFSA or Renewal FAFSA to the school.
2. The information on the FAFSA is key entered.
3. The FAFSA data is edited and corrected until a file of clean data is created. The data elements for each field must be in the valid range with no inconsistencies in the data. For example, the system will generate an edit for inconsistent data in these fields when a student indicates a single status yet provides income earned from work for student and spouse.
4. That file is formatted and transmitted to CPS via the Student Aid Information Gateway (SAIG).
5. Processed FAFSA records are transmitted back to the destination point as Institutional Student Information Records (ISIRs) under either message class EAPS02OP for initial applications or message class REAP02OP for renewal applications.

Receiving the Completed FAFSA or Renewal FAFSA

Schools participating in Electronic Applications must have their students complete and sign a FAFSA or Renewal FAFSA. The FAFSA form is provided by Dept. of Education (ED). The completed and signed document must be kept on file at the school.

Entering the FAFSA Information

As part of FAFSA entry, you are responsible for ensuring that the data meets the field-by-field criteria provided in the 'Valid Field Contents' column of the Application Record Layout. The record created by your software must adhere to the record layout provided later in the Record Layout Section with the addition of a Carriage Return/Line Feed (CR/LF, ASCII 13, 10 HEX 0D and 0A respectively) at the end of each record. Use of an end-of-file mark (ASCII 26 or HEX 1A) is optional. FAFSAs with invalid dates or formats are rejected.

Formatting and Transmitting the Records

Use EDconn32, the transmission software provided by ED, to format your data records and transmit them over Student Aid Internet Gateway (SAIG). The batch Header and Trailer Records are provided in the Record Layouts Section. Each batch to be transmitted must start with a Header Record followed by the data records followed by the Trailer Record.

Receiving Processed Records

You receive your processed FAFSA records in ISIR format in one of two message classes: EAPS02OP for initial FAFSAs or REAP02OP for renewal FAFSAs.

Note: See the Printing Section for more information on printing ISIRs.

There may be instances when CPS does not accept your records for processing. CPS returns a rejected electronic initial application error report to you in the message classes EAPR02OP or RAPR02OP. The Overview and Processing Codes/System Requirements Sections contains two layouts for rejected FAFSAs. One is for rejects at the batch level (the whole batch rejects), EDE Batch Level Error Report Import Record Layout, and the other is for rejects at the record level (individual record(s) reject), EDE Record Level Error Report Import Record Layout.

Rejected Initial and Renewal FAFSA Records

There are two categories of rejections for submitted FAFSA records: transaction and compute rejects.

1. Transaction Rejects

A transaction reject prevents the initial FAFSA record from being processed. If a record is rejected for one or more reasons, an error report is returned to the school in message class EAPR02OP (see layout in the Record Layouts Section) and no ISIR is created. These rejects are also known as record level rejects.

2. Compute Rejects

CPS contains a series of edits that evaluate all incoming initial FAFSA data for consistency and completeness. These edits apply to all data from electronic and paper input. An Expected Family Contribution (EFC) is not computed for ~~an~~ **a** FAFSA rejected for a compute reject reason. However, an ISIR is produced. Application ISIRs with a compute reject are returned in the EAPS02OP message class. The reasons for the compute reject are coded on the ISIR. Refer to the Processing Codes/System Requirements Section for information on interpreting these reject codes.

There are two types of FAFSA compute reject reason codes, numeric and alphabetic:

- Numeric: certain data items **MUST** be corrected before a valid ISIR can be generated (Non-Verifiable).
- Alphabetic: certain data items must be either corrected or verified before a valid ISIR can be generated (Verifiable). An alpha reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school verifies the data (reenters the data as a "correction") and transmits the correction record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes/System Requirements Section.

A student's record may not have an EFC if the record contains questionable data and has ~~an~~ **a** FAFSA reject reason code(s). The reject reason code(s) is found in position 610-623 on the ISIR and explains the questionable field(s) and the highlighted field(s).

Electronic RAD Requests

Schools participating in the “Electronic Renewal FAFSA” service are able to request 2001-2002 Renewal FAFSAs for returning students that contain 2000-2001 information on file at the Central Processing System (CPS) as of October 2000. Please refer to the Action Letters available on the IFAP Web site for additional information on the Renewal Application Request process. The Renewal FAFSA displays the 2000-2001 information. The student applicant either verifies that the 2000-2001 information is still correct for 2001-2002 or updates the information.

A new software product, Renewal Applications for Windows 2001-2002, is a standalone PC application that allows you to submit Type 2 RAD requests, import and print the Renewal Applications for distribution to your students. The software became available on the Department's SFAdownload Web site (<http://www.sfadownload.ed.gov>) in October 2000.

Schools then use EDEExpress to enter and transmit the RAD data back to CPS. EDEExpress enables schools to import the Renewal Application Data file and enter and transmit completed renewal FAFSAs. Schools can choose to develop their own software. The Record Layouts Section provides layout specifications for developing software to perform the required Renewal Application functions.

Renewal FAFSA Process

The Renewal FAFSA process involves three steps:

1. Requesting a file of the 2000-2001 applicants eligible for Renewal Application (this file is known as the RAD file).
2. Receiving the RAD file.
3. Printing the Renewal FAFSAs for distribution to students.

Once the student returns a completed Renewal FAFSA to the school, the data are entered, edited, and transmitted to CPS. The procedures for entering, editing, and transmitting the Renewal FAFSA are identical to those used for an initial electronic FAFSA, except positions 476-484 (RAPP SSN) and positions 485-486 (RAPP Name ID) must be completed for CPS to process the Renewal FAFSA.

Requesting the RAD File

Schools participating in the Renewal FAFSA process must first request a file of eligible 2000-2001 applicants from CPS. To be eligible, the 2000-2001 applicant must have a transaction on file at CPS with a computed Expected Family Contribution (EFC). That transaction must not have an undeliverable or foreign address, be flagged for Professional Judgement, or have a Dependency Override, and there can be no duplicate current Social Security Number (SSN) on file. Also, the student must not be in default on a Title IV loan and must not be on the ED Hold File.

The RAD request must be made electronically. For 2001-2002, three methods are available to request RAD files.

1. Schools can dial into CPS using the 3270 Emulator to connect to On-Line Query to request these files. Instructions for dialing into CPS using the 3270 Emulator can be found in Action Letter #2 published in September 2000.
 - Schools can request that a PIN be mailed to their students instead of the renewal FAFSA.
 - If the renewal request is made before October 27, 2000 with a request that CPS does not print the renewal FAFSAs, then the school must print the renewal FAFSAs and distribute them to the students.
 - If the renewal request is made after October 27, 2000, the school is not required to print the renewal FAFSAs. The CPS will print and send them to the students.
 - Schools can request that an electronic file not be sent to them. If this option is selected they cannot request the electronic file again.

2. Schools can create a customized file of SSNs and transmit them to CPS via EDconn32. If you choose this method, use the file format titled Type 2 Request Individual RAD Records Description located in the Record Layouts Section (Message Class RADD02IN). If you want CPS to print and bulk mail your Renewal FAFSAs to an address other than the one associated with your destination point, then you must include the RAD Request Address 1 and Address 2 records, following the header record. CPS prints and bulk mails Renewal FAFSAs only to those schools that made accepted requests during the initial request period in October. Information on this process is included in Action Letter #2, published in September 2000.
3. Schools can also use the Renewal Applications for Windows software to request RAD data. This new software became available for download from the SFA Download site in October 2000. Renewal Applications for Windows gives schools the opportunity to request a RAD file and receive the RAD data earlier, instead of waiting for the release of EDEExpress for Windows in December.

Receiving the RAD Records

CPS may reject RAD requests. If the request file is rejected, it is returned to you with reject reasons in message class EREP02OP. You must fix the errors and resubmit the request by the deadline if you want CPS to print the Renewal FAFSAs. You must open the file and look in the error fields defined in the Record Layout Section (Type 2 Individual RAD Request Export Record Layout).

The RAD records are received in fixed-length records over the SAIG. The message class is RADD02OP.

ISIR

The Institutional Student Information Record (ISIR) is a fixed-length record containing reported information from the Free Application for Federal Student Aid (FAFSA), as well as key processing results. The names and addresses of the colleges the student plans to attend in 2001-2002 are translated to a 6-digit identifying Federal School Code on the ISIR. The preparer's name or address is not entered by the MDEs (application processors). For the most part, all information printed by CPS on the Student Aid Report (SAR) is coded on the ISIR.

Note: The average CPS processing time is between 48-52 hours.

NSLDS Data

The ISIR for schools carries National Student Loan Data System (NSLDS) information, which is located at the end of the ISIR Record Description.

Note to State Agencies: NSLDS information is now carried on ISIRs for state agencies.

ISIR Receipt Process

ISIRs are transmitted by CPS to the Student Aid Information Gateway (SAIG) in batches containing a batch header record, one or more ISIRs, and a batch trailer record. Descriptions of the contents of the ISIR are in the Record Layouts Section. CPS Header and Trailer records are described in the Record Layouts Section and at the end of this section.

ISIR Types

There are four reasons why CPS generates an ISIR:

1. ISIRs are automatically generated in response to a FAFSA or correction entered at a site other than your school or state agency. These "automatic ISIRs" are generated following the entry of a paper FAFSA or SAR by the MDE application processors or by an electronic FAFSA from the FAFSA Express, FAFSA on the Web, Renewal on the Web, or Correction on the Web user. They may also be produced following the entry of an electronic FAFSA

or correction by another EDE school. ISIRs resulting from students correcting their data on the Web are sent to the school this way. Automatic ISIRs are sent to school destination points in the SARA02OP message class. State agencies receive Non-Resident ISIRs in the ESFN02OP message class and Residents in the ESFR02OP message class.

2. ISIRs are generated in direct response to electronic initial or renewal FAFSAs, correction/duplicate records, and signature correction records submitted by your school. ISIRs are returned to destination points in the EAPS02OP, REAP02OP, CORR02OP, and SARA02OP message classes, respectively.
3. ISIRs are generated in response to a request by state agencies through the Federal Data Request (FDR) process. This process allows agencies to request a processed FAFSA record for any student on CPS database. ISIRs are returned to the State agency's destination point in FDRF02OP message class.
4. ISIRs are system-generated due to reprocessing by CPS, NSLDS post-screening, and an applicant being released from a hold file. These ISIRs are returned in the SYSG02OP message class. Any ISIR that has a value in the systems generated field are returned in the SYSG02OP message class except when the value is L, duplicate request, or blank.

Automatic ISIRs for Schools

All automatic ISIRs (for example, ISIRs generated in response to input by a site other than your school or state agency) are transmitted daily from CPS to the Student Aid Information Gateway (SAIG) in message class SARA02OP for schools, ESFR02OP (state residents), or ESFN02OP (non-residents) for state agencies.

Each school subscribing to the ISIR service automatically receives one ISIR for every student who lists their school on the FAFSA. Servicers receive only one ISIR per destination point.

If an ISIR receives a reject code of 14, 15 or 16 (missing signatures), the school and state agency receive the full ISIR electronically. As with other rejects, an EFC is not computed until the reject is resolved.

Requested ISIRs

Requested ISIRs are generated in response to input from the school or state agency. ISIRs requested by schools are transmitted to the SAIG in one of five message classes, depending upon the type of input.

- **EAPSO2OP**
ISIRs in this message class are returned to the school in response to electronic initial FAFSAs. The school receives one ISIR for every initial FAFSA submitted that did not receive a transmission reject. Refer to the Record Layouts Section for EDE Batch or EDE Record Level Error Report Record Layout and Processing Codes/System Requirements Section for batch and record level reject error messages.
- **REAP02OP**
ISIRs in this message class are returned to the school in response to electronic renewal FAFSAs. The school receives one ISIR for every renewal FAFSA submitted that did not receive a transmission reject. Refer to the Record Layouts Section for reject error report layout and Processing Codes/Systems Requirements Section for batch and record level reject error messages.
- **CORR02OP**
ISIRs in this message class are returned to the school in response to electronic corrections or duplicate requests. The school receives an ISIR for every correction or duplicate request submitted that did not receive a transmission rejection. Refer to the Record Layouts Section for the EDE Record Level Error Report Import Record Layout, and the Processing Codes/System Requirements Section for record level error messages.
Note: A school, with the student's consent, is able to electronically add its Federal School Code to the list of school choices on the student's ISIR record with the Data Release Number (DRN). Instructions for this are explained later in this section.

- **SYSG02OP**
ISIRs in this message class are sent to the school as a result of a transaction automatically created by CPS. The school does nothing to initiate these ISIRs. There are several instances when CPS generates an ISIR for a student:
 - Hold File status changes
 - CPS Reprocessing of records due to formula changes
 - CPS receives changed information via NSLDS Post-Screening INS Secondary Match
 - Prisoner post-screening
- **SARA02OP**
Requested ISIRs in this message class are sent to the school as a result of the school sending a signature for an applicant and/or the parent who filed using one of the Web products or FAFSA Express. Automatic ISIRs in this message class are also received from paper FAFSAs and corrections, from another school filing an electronic FAFSA or electronic correction with your school listed, or a student filing a FAFSA on the web or making corrections on the web.

State Agency Options

State agencies can combine processed Free Application for Federal Student Aid (FAFSA) data from CPS with common loan application data to guarantee federal student loans and/or with state data to award state scholarships and grants.

NEW for 2001-2002: State agency ISIRs include NSLDS information

As destination points, state agencies have two options for obtaining processed FAFSA data:

- Automatic ISIR Processing
- Federal Data Request (FDR)

Automatic ISIRs for State Agencies

Each state agency subscribing to the ISIR service can choose to automatically receive one ISIR for every student who:

- Indicates that state on the FAFSA as the state of legal residence
- Is a non-resident but lists a college within the state
- Both of the above

Note: If the student indicates on the FAFSA more than one school that is located in your state, your state agency receives only one ISIR.

Automatic ISIRs are transmitted daily from CPS to the SAIG in one of two message classes:

ESFR02OP	State Agency ISIR Resident
ESFN02OP	State Agency ISIR Nonresident

Note: The state agency indicates what type of ISIRs (residents, non-residents or both) it wants to receive on the Title IV WAN Letter of Application.

Federal Data Request Processing (FDR)

A Federal Data Request (FDR) is the process by which a state agency can request the electronic processed FAFSA record for any student in the CPS database.

In the case of students who are neither residents of the state nor attend a school in the state, an FDR can be made if the student has signed a loan or state grant application that releases CPS data to the state agency. The agency must retain the signed FAFSA. When requesting and receiving this data from CPS, use the following message classes:

FDRS02IN	FDR Request
FDRF02OP	Processed FDRs
FDRU02OP	Unfulfilled FDRs not on CPS Database after 30 days

Note: The record length of the FDRS02IN has changed to 580 bytes to include the NSLDS information.

Requesting FDRs

To request a specific applicant's record, the agency must transmit over the SAIG the Social Security Number (SSN) and the first two letters of the last name. Use the record layout FDR Export Record Layout (FDRS02IN) in the Record Layouts Section. Use the following steps to create a request for a *single* applicant's record:

1. In the first position of the record, enter 2 to indicate this is a request for a 2001-2002 applicant transaction.
2. Leave positions 2 through 14 blank.
3. Enter 199 in positions 15 through 17. This indicates a request for an ISIR record.
4. Enter the student's SSN as reported on the original FAFSA in positions 18 through 26.
5. In positions 27-28, enter the first two letters of the student's last name as entered on the original FAFSA.
6. Leave positions 29 through 579 blank.
7. Enter F (FDR) in position 580.

Remember, prior to sending the file, you must add a header record before the FDR request record(s) and a trailer record after the FDR request record(s).

Requesting More than One FDR Record

Up to twelve FDRs can be requested on a single record (Message Class FDRS02IN). To request up to twelve records, repeat steps 4 and 5 using the remaining data fields on the FDR record. The second record begins in position 53, the third in position 91, the fourth in position 129, the fifth in position 167, the sixth in position 205, the seventh in position 243, the eighth in position 281, the ninth in position 319, the tenth in position 357, the eleventh in position 395, and the twelfth in position 433.

To request more than 12 ISIRs, create an additional record by repeating steps 1 through 7.

Response to an FDR Request

State agencies receive one batch of ISIRs in response to each batch of FDR records submitted. The batch, or message class, of ISIRs is FDRF02OP. It contains one ISIR for every submitted FDR record that was not rejected.

If a requested student record is not found on the CPS database after 30 days, a notice is returned to the requesting agency in message class FDRU02OP.

Rejected FDR Records

A transaction reject prevents the FDR record from being processed at CPS. If a record is rejected for one or more reasons, an error report is returned to the agency in a message class titled FDRE02OP.

Electronic Corrections

Schools with destination points enrolled for electronic correction processing are able to transmit corrections to FAFSA data via the SAIG.

EDEExpress allows schools to enter and edit correction data according to system requirements. It also creates an electronic correction record ready for transmission using the communications interface software, EDconn32. Schools, however, may choose to develop their own software to enter, edit, and format correction data. Specifications for developing correction software are provided in the remainder of this section.

General Correction Entry Specifications

Only corrected information from a student's record, not the complete applicant record, is transmitted to CPS. This approach minimizes the transmission volume. Corrected information is transmitted as a fixed-length record. The layout and description of this record is in the Record Layouts Section, History Correction Export Record Layout (CORR02IN).

Use the following steps to create a correction record:

1. In the first position of the record, enter 2 to indicate this is a correction to a 2001-2002 applicant transaction.
2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the initial FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial FAFSA form and do not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being corrected is not on the CPS database, the record is rejected. If you want to correct the most recent transaction you can enter 99.

Note: When making a correction using transaction 99, field number 086 (the first Federal School code) and field number 112 (DRN) must be provided on the record.

5. In positions 15 through 17, enter the Student Aid Report (SAR) number of the SAR field being corrected. Each correctable field has a 3-digit SAR number associated with it. For example, enter 001 to correct the student's last name. The SAR numbers with valid field content are provided in the Correction Data Entry Specifications table found in the Processing Codes/System Requirements Section.
6. In positions 18 through 52, enter the new value for the field being corrected.
7. In positions 471 through 476, enter the Federal School Code of the school making the correction.
8. In positions 477-526, enter or correct the student's e-mail address.

9. In positions 553-560, enter the transaction receipt date. This is the date you received the correction information from the student.
10. In positions 575-579, enter the serial number, the sequential position of the correction record in the batch. For example, the first correction record has a serial number of 00001, the second student's 00002.
11. In position 580, enter H (history change).

Up to 12 SAR data fields can be corrected on a single record.

Repeat steps 5 and 6 using the remaining data fields on the correction record if more than one field is being corrected. If more than twelve fields require correction, an additional record must be created, repeating steps 1 through 10. Both data records for the student have the same serial number.

Note: To correct a field to blank, enter a single asterisk (*) left justified in that field. The Correction Data Entry Specification table, in Section 4, distinguishes which fields can be corrected to blank as not all fields can be.

Detailed Data Entry Specifications

Each corrected value must meet certain standards; otherwise, the correction record is rejected. Field-by-field data entry specifications are provided in the Processing Codes/System Requirements Section. For each field, these specifications identify the type (character, numeric, or signed/numeric), acceptable length, whether the field is correctable, whether the field is correctable to blank, and the valid values for the correction. Keep the following items in mind:

- Left justify the corrected value within the data field on the correction record, while zero filling numeric fields up to the valid maximum length of the field. For example, to correct the number of family members to 5, enter 05 in positions 18 and 19, leaving positions 20 through 52 blank. To correct the

student's last name to Smith, enter SMITH in positions 18 through 22, leaving positions 23 through 52 blank.

- All 9s in a field indicate the reported or calculated value is greater than or equal to the value of all 9s. Blanks are allowable in some fields.
- Fields can contain one of three data types:
 - Character
 - Numeric
 - Signed Numeric
- A negative entry is acceptable for a limited number of fields. The Correction Data Entry Specifications table in the Processing Codes/System Requirements Section identifies the fields in which a negative is acceptable under the Justify/Signed column and the valid field content column. Below you will find a Signed Numeric Field table that also defines the signed fields. With signed numeric fields, the sign is always implied in the right most character of the field. For example, if the Student's Adjusted Gross Income field contains a value of negative 3507, it appears as 00350P. The following chart explains the conversion of the sign and the number:

Signed Numeric Fields:

{	+0	E	+5	}	-0	N	-5
A	+1	F	+6	J	-1	0	-6
B	+2	G	+7	K	-2	P	-7
C	+3	H	+8	L	-3	Q	-8
D	+4	I	+9	M	-4	R	-9

The table listed on the next three pages defines all the signed fields that can be sent to and received from CPS.

Signed Numeric Fields table

ISIR FIELD #	SAR FIELD #	FIELD LENGTH	FIELD NAME	VALID FIELD CONTENT	FOUND ONLY ON ISIR
44	039	6	Student's Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
47	042	6	Student's Income Earned from Work	-999999 to 999999 Blank	N
48	043	6	Spouse's Income Earned from Work	-999999 to 999999 Blank	N
78	073	6	Parents' Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
81	076	6	Father's/Stepfather's Income Earned from Work	-999999 to 999999 Blank	N
82	077	6	Mother's/Stepmother's Income Earned from Work	-999999 to 999999 Blank	N
195		7	TI: Total Income	-9999999 to 9999999 Blank = None Calculated	Y
197		7	STX: State and Other Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
200		7	AI: Available Income	-9999999 to 9999999 Blank = None Calculated	Y
201		7	CAI: Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
202		9	DNW: Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
205		7	PCA: Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
206		7	AAI: Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
210		7	STI: Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
211		7	SATI: Student's Allowance against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
213		9	SDNW: Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
214		7	SCA: Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y

Signed Numeric Fields table (Continued)

ISIR FIELD #	SAR FIELD #	FIELD LENGTH	FIELD NAME	VALID FIELD CONTENT	FOUND ONLY ON ISIR
215		7	FTI: FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
216		7	SEC TI: Secondary Total Income	-9999999 to 9999999 Blank = None Calculated	Y
218		7	SEC STX: Secondary State Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
221		7	SEC AI: Secondary Available Income	-9999999 to 9999999 Blank = None Calculated	Y
222		7	SEC CAI: Secondary Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
223		9	SEC DNW: Secondary Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
226		7	SEC PCA: Secondary Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
227		7	SEC AAI: Secondary Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
231		7	SEC STI: Secondary Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
232		7	SEC SATI: Secondary Student's Allowance Against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
234		9	SEC SDNW: Secondary Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
235		7	SEC SCA: Secondary Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
236		7	SEC FTI: Secondary FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
239		6	Assumed Student's AGI	-999999 to 999999 Blank = No assumption	Y

Signed Numeric Fields table (Continued)

ISIR FIELD #	SAR FIELD #	FIELD LENGTH	FIELD NAME	VALID FIELD CONTENT	FOUND ONLY ON ISIR
241		6	Assumed Student's Income from Work	-999999 to 999999 Blank = No assumption	Y
242		6	Assumed Spouse's Income from Work	-999999 to 999999 Blank = No assumption	Y
256		6	Assumed Parents' AGI	-999999 to 999999 Blank = No assumption	Y
258		6	Assumed Father's/Stepfather's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y
259		6	Assumed Mother's/Stepmother's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y

Making Signature Corrections

For 2001-2002, signature information is required only to resolve signature rejects (rejects 14, 15 and 16). Signature information does not need to be provided on other standard history corrections. If you have a transaction that was a reject 14, 15 or 16, simply correct SAR field #099 (Signed By) to A (Applicant) or B (Both = Student and Parent), as appropriate.

If you need to add a signature to a student's record on the web hold file you must use the layout for Signature Correction Export Record Layout (SIGS02IN) found in section 3, Record Layouts. You can correct the student or parent signature using this layout. You must make sure the student included your school on the FAFSA or correction.

Adding Your Federal School Code to Receive Electronic Data

A school cannot make an electronic correction unless the school has been designated on the applicant transaction. You can add your federal school code to the list of schools receiving data electronically along with correcting other fields on the record by using the History Correction Record layout (CORR02IN).

Follow these steps to add your federal school code and/or to make corrections:

1. In the first position of the record, enter 2 to indicate that this is a correction to a 2001-2002 applicant transaction.
2. In positions 2 through 10, enter the applicant's original SSN. This is the number reported by the applicant on the initial FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial FAFSA form and does not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being corrected is not on the CPS database, the record will be rejected. You can use transaction 99 to add your school code to the most recent transaction on the CPS Database.
5. Enter 112 in positions 15 through 17 (corresponding to the SAR Field #112, the Data Release Number (DRN).)

6. Enter the student's DRN in the data field positions 18 to 52 (Remember to make it left justified, and leave any unused bytes blank.)

Note: A unique DRN is assigned to each Title IV applicant. It appears only on paper SARs and ISIR records generated in response to electronic FAFSAs. If a valid DRN is not present on the correction record containing the federal school code change, the record is rejected.

7. Enter the SAR field number associated with the Federal School Code position being changed in positions 53 through 55. Possible field numbers are 086, 088, 090, 092, 094, and 096.
8. Enter the Federal School Code in the data field positions 56 to 61. Leave positions 62 to 90 blank.
 - The number can be changed only to the number of the participating Electronic Data Exchange (EDE) school. You also must enter this number in the EDE Federal School Code field, (position 471-476). If the codes in these two fields do not match, the record is rejected.
 - Schools may modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.
9. Enter the date you created this record in positions 553-560, the EDE Transaction Receipt Date in CCYYMMDD format.
10. Enter 00001 in positions 575-579, the serial number field. If you exceed 12 corrected fields, create a new record. The serial number on the second record is also 00001. The serial number increments with a second student's record.
11. Enter an "H" for History Correction in position 580, Record Type.

Tips for Corrections

When your school submits an ISIR correction to CPS, we use the specified transaction as a template. We make changes to the fields you indicated, leaving other fields unchanged. Your federal school code does not have to be the first college choice on the transaction to be processed by CPS. You receive the processed results in the CORR02OP message class; all other schools listed on the transaction will receive the new ISIR in the SARA02OP message class.

If you are submitting a Dependency Override or FAA Adjustment (professional judgment) as part of the correction record, only your school receives the resulting corrected transaction. Also, do not send a Dependency Override correction with a FAA Adjustment to a transaction without an EFC. If there is not an EFC, first send the Dependency Override with any other corrections necessary to obtain an EFC. Then, submit the FAA Adjustment to the transaction with the dependency override and the EFC.

Requesting a Duplicate ISIR

Schools request duplicate ISIRs using the correction message class (CORR02IN). To see a full layout refer to the Record Layout Section under Duplicate Request Export Record Layout. Use the following steps to create a record requesting a duplicate ISIR:

1. In the first position of the record, enter 2 to indicate that this is a correction to a 2001-2002 applicant transaction.
2. In positions 15 through 17, enter 199. This signifies a request for an ISIR record. (Note: Leave positions 2 through 14 blank.)
3. In positions 18 through 26, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the initial FAFSA form and does not reflect any corrections to the SSN that might have been made.
4. In positions 27 and 28, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial FAFSA form and do not reflect any corrections to the last name that might have been made.

5. In positions 29 and 30, enter the transaction number of the applicant record being requested. For example, enter 01 to request the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being requested is not on the CPS database, the record is rejected. You can use transaction '99' to request the most recent transaction on the CPS database provided your Federal School Code is listed on the most recent transaction.
6. In positions 471 through 476, enter your Federal School Code.
7. In positions 553 through 560, enter the Transaction Receipt Date, the date you are requesting the duplicate transactions.
8. In position 580, enter D (duplicate).

Up to twelve duplicate ISIRs can be requested on a single record. Repeat steps 2 and 3, using the remaining data fields of the layout to request more than one record. If more than twelve ISIRs are required, then create an additional record by repeating steps 1 through 6.

Note: The school can request, as a duplicate, any existing transaction for a student as long as that transaction number contains the school's Federal School Code. Transaction 99 can be used as described in step 5 above. If the latest transaction on the CPS database does not include that school, the request is rejected.

Response to a Correction/Duplicate Record

Schools receive one batch of ISIRs for each batch of correction records submitted. The batch, or message class, of ISIRs is titled CORR02OP. It contains one ISIR for every submitted student correction or student duplicate request, not rejected for a transaction reject reason.

Rejected Correction/Duplicate Records

There are two categories of rejections for submitted correction records: transaction and compute rejects.

1. Transaction Rejects

A transaction reject prevents the correction record from being applied to the student's record. If a record is rejected for one or more reasons, the school receives an error report in message class CORE02OP (see layout in the Record Layouts Section). No ISIR is created.

2. Compute Rejects

CPS contains a series of edits that evaluate all incoming FAFSA and correction data for consistency and completeness. These edits apply to all data from electronic, web, and paper input. An Expected Family Contribution (EFC) is not computed for a correction rejected for a compute reject reason. However, an ISIR is produced. Correction and duplicate ISIRs with a compute reject are returned in the CORR02OP message class. The reasons for the compute reject are coded on the ISIR. Refer to the Processing Codes/System Requirements Section for information on interpreting these reject codes.

There are two types of FAFSA compute reject reason codes, numeric and alphabetic:

- Numeric: certain data items must be CORRECTED before a valid ISIR can be generated (Non-Verifiable).
- Alphabetic: certain data items must be either CORRECTED or VERIFIED before a valid ISIR can be generated (Verifiable). An alphabetic reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school may verify the data (reenter the data as a "correction"), or set the appropriate reject override, (found at the end of the CORR02IN record layout in positions 527-535) and transmit the correction record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes/System Requirements Section.

A student's record may not have an EFC if the record contains questionable data and has an FAFSA reject reason code(s). The reject reason codes are found in positions 610-623 on the ISIR. They explain the questionable and highlighted field(s).

CPS Header and Trailer Records

Data transmitted through the SAIG are separated by message class for identification and processing purposes. Each message class consists of the following segments:

- Header record
- Data record(s)
- Trailer record

Data records vary by processing function. Each record format is provided in the Record Layout Section of this Technical Reference.

Note: You can find additional information on Renewal Application requests in the Overview Section and in the Electronic Renewal FAFSA information printed earlier in this section. You can also find information on Renewal Application requests in Action Letter # 1, published in July 2000, and Action Letter #2, published in September 2000.

Each batch of data records must be preceded by a header record and followed by a trailer record. The end of each record (header, trailer, and data) is marked by a CR/LF (carriage return/linefeed, ASCII 13, 10). An EOF marker (end of file, ASCII 26) is optional.

The format and content of header and trailer records are found in the Record Layout Section:

- Received from the Central Processing System (CPS) message header and trailer records – those records produced by CPS to send to the destination point such as SARA02OP.
- Sent to CPS message header and trailer records –those records produced by the destination point to send to CPS, such as CORR02IN messages.

Note the following about batch headers and trailers:

- The header and trailer records are the same lengths as the detail (data) records.
- Only data records of the same type (e.g., renewal FAFSAs) and the same year can be batched together. (There is one exception – Corrections and Duplicates can be batched together.)
- The Counts in the trailer are for the number of student records, not the number of data records.

Note the following about batch numbers:

- Destination points are responsible for supplying a unique batch number on the header and trailer records sent to CPS.
- The structure of the 23-character unique batch number is as follows:

#X2ZZZZZZCCYYMMDDHHMMSS where,
#X = the record type indicator,
with a pound sign (#) followed by the character below to signify the record type:

A = Electronic App ISIRs
B = Renewal App ISIRs
C = Correction/Duplicate ISIRs
E = Automatic ISIRs
F = Federal Data Requests
G = System Generated
I = Year To Date (YTD)

K = State Agency Non Resident ISIRs
L = State Agency Resident ISIRs
S = Signature Corrections
Y = Reprocessed Records
Z = CPS System Generated

2 = year indicator (always “2” for 2001-2002 data)

ZZZZZZ = the 6-digit valid Federal School Code

CCYYMMDD = the current date in century, year,
month, day format

HHMMSS = the current time in hours, minutes,
seconds format

Example:

A batch number of #C2E1234520010509141532 signifies a batch of 2001-2002 corrections transmitted to CPS from a school with a 6-digit code of E12345 on May 9, 2001 at 2:15:32 PM.

- Batch level errors can be found in Section 4 under Batch Level Error Messages

Note: Non-unique batch numbers are considered a duplicate batch and are not processed by CPS.